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New Client Information Packet & Client Consent Form

It is my pleasure to welcome you as a new client. The purpose of this form is to provide you with information about my background, philosophy, and approach to career services, college planning, and educational consulting. It also outlines important administrative procedures that govern my practice. If, after reading this form you have any questions, please feel free to speak with me before signing the Client Consent Form.

Background and Qualifications:

I hold an Education Specialist (EdS) Degree in Counseling (emphasis on career development) from The George Washington University, an MA in Education, a BA in Psychology, a BA in Elementary Education, and a nationally recognized Global Career Development Facilitator credential. In addition, I also hold the Master Career Development Practitioner designation from the National Career Development Association. I have over fifteen years of experience working in public education, higher education, and industry as an instructor, career counselor, educational leader, and entrepreneur.

I am active in several professional organizations including the New England Association of Cooperative Education and Field Experience (NEACEFE) and the National Career Development Association (NCDA) where I have served as Chair of the Government Relations Committee and a member of several task forces to improve and enhance the profession. I am also a member of the American Counseling Association (ACA).

Limitations of Service:

On occasion, personal issues may surface while clients engage in career development activities. This is not surprising given that our careers are an important part of our broader lives. While I do hold a degree in counseling, I am not a licensed mental health counselor and do not see clients for personal therapy. I am trained to recognize when personal issues are impacting a client's ability to engage in the career decision-making process. If such issues arise, I will determine if a referral to a counselor is appropriate and/or necessary. Experience has taught me that in order to make effective career-related decisions; clients must work to address any serious barriers that may be impeding personal progress. Therefore, it may be necessary for us to either coordinate efforts with outside professionals or temporarily suspend our career work until such time as it is appropriate to reengage.

It is also important to note that the services I provide are developmental in nature. I do not provide job placement. My goal is to support you as you navigate the career development decision-making process. I will do everything possible to assist you, but in the end decisions and actions must be made by you. I will also note that career transition requires personal investment, intuitive, and hard work. You are responsible for your own career success and therefore must be invested in this process and in the work that we will do together.

Overview of Services:

Career Management: My clients include new professionals seeking a first job, career changers looking for more meaningful employment, students looking for direction, experienced professionals looking to land a promotion or transition to a new career, executives, former government officials, and many others. I offer a wide variety of career services to my clients including but not limited to:

- Career Exploration
- Career and Interest Assessment (e.g. Strong Interest Inventory™, etc.).
- Job Search Coaching
- Professional Networking
- Long-term Career Management
- Résumé and Cover Letter Development
- Interview Preparation
- Guidance Related to Career and Workplace Issues

My approach to providing career services is developmental in nature and utilizes best practice in career development; encompassing all aspects of our lives including the impact work has on our relationships, home lives, family commitments, financial stability, leisure activities, and our overall well-being. Beginning with our initial appointment, I will seek to best understand how all of these elements interact in your particular situation so that I can provide appropriate services.

Fees for Service:

Please see the attached Pricing for Career Management Services sheet which clearly outlines my fees for basic services. For one-on-one appointments, my flat fee is $150.00 for a 50 minute individual appointment. The fee covers my preparation for the session, as well as the actual session itself.

We may also determine that, at times, our work together may be conducted via telephone or Skype. In these cases, conversations are prorated based on my regular fee based on the chart below:

Between 31 and 50 minutes: $150.00
Between 16 and 30 minutes: $ 75.00
Between 10 and 15 minutes: $ 37.50
Quick Check-ins of less than ten minutes are not charged.

Fees for telephone conversations will be calculated and timed by me. I will indicate when the billable time begins and ends. I will provide you with the accumulated time for your records. You will be billed for each telephone call and the fee should be paid either prior to or at our next appointment.

Additional Fees:

Research: As noted elsewhere in this document, I believe that clients make the most progress when they drive their own career decisions. From time to time, clients may request that I conduct research, develop materials, or provide them with information that may assist in the career decision-making process. In these cases, you will be billed for the time it takes to complete the project at the rate noted on the attached pricing sheet.

Fees for returned checks will be passed along to the client at the bank rate. In addition, should a client be more than 30 days past due, I reserve the right to discontinue sessions until the financial obligation is satisfied.

Payment is due at the time of the session and can be paid by check, cash, or credit card.

Appointment and Cancellation Policy:

If you must cancel an appointment, I will ask that you do so no fewer than 24 hours in advance of the appointment. Any appointment not cancelled within the 24 hour window will be billed at the regular rate and will be due upon receipt or at our next appointment; whichever comes first. After our first appointment, I will provide you with an appointment card as a reminder of our next meeting time. I do not provide any other reminders such as telephone calls or e-mails. Any missed appointments are billed at the regular rate and will be due upon receipt or at our next appointment; whichever comes first.

Communication Policy:

At least initially, I prefer not to conduct career counseling consultations via e-mail. If an issue arises that you would like to discuss with me between our scheduled appointments, I welcome your telephone call. Please note, however, that due to the nature of my professional commitments, you will likely reach my voicemail. I ask that you leave me a detailed message that includes a description of the issue that you would like to discuss. I reserve time in my daily schedule to return telephone calls between 5:30 and 8:30 in the evening, so please provide me with a telephone number where I can reach you during those times. In all cases, I make every effort to return your call as soon as possible and most certainly within 24 hours of receiving your message.

Policy Statement on Ethical Conduct, Confidentiality, and Records:

As a practitioner, I adhere to the ethical guidelines of the National Career Development Association, the American Counseling Association, and by the laws and statutes of the United States and the Commonwealth of Virginia.

When you contact me to set up an appointment I automatically establish a client file for you. All pertinent material related to our work together will be kept in your file which you have the right to review upon request. Everything that we discuss will remain confidential except in emergency situations, where required by law.

I am happy to share our work with an outside agency, professional, or family member, but will only do so after you provide me with a written release. Similarly, if during the course of our work together it becomes necessary for me to refer you to another professional (financial planner, mental health counselor, etc.), I will ask you for written permission to share your name, contact information, and any other relevant information with that professional.

Finally, while I make every effort to safeguard your privacy and information, legally and/or ethically, it may be necessary for me to break confidentially. Under normal circumstances, we will be able to discuss the reason that I must break confidentiality; however, I cannot guarantee it.

Other General Information:

I try to cultivate a comfortable and professional environment for our work together, so please feel free to let me know if you require any specific accommodations. Our first meeting will be a general information session and serves two purposes. First, it is a time for you to share with me what prompted you to seek my services. You should also feel free to ask me questions at this time. Second, it provides me the opportunity to review the New Client Information Sheet and Informed Consent Form with you.

At the conclusion of our first meeting, I'll look to you to let me know whether or not you would like to begin a professional relationship. If so, we will set-up a follow-up appointment and discuss next steps. It is important that you come to each session prepared by having completed activities that we discuss in the previous sessions.

Schedule and Availability:

By design, the practice is small to ensure that our counselors can provide high-quality service to all our clients. Stowell and Associates offers appointments during the day, in the evening, and over the weekends. I will always communicate to you in advance when my personal or professional commitments may require me to be away from the DC area for a conference or vacation. Typically, I do not offer appointments either the day before or after a major holiday. That said, I can always be reached by telephone if something urgent should surface.

Additional Affiliations:

As a matter of full disclosure, it is important to note that, in addition to my private practice, I hold a faculty appointment as a Lecturer in Counseling in the Department of Counseling/Human and Organizational Studies in the Graduate School of Education and Human Development at The George Washington University. I also consult with a variety of organizations and will share with you right away if there is a potential conflict of interest.

INFORMED CONSENT

By signing below, I acknowledge that I have received a copy of the New Client Information Packet and that I agree to abide by the policies and procedures outlined within. I have also reviewed the practitioner's credentials and understand the scope of services that are able to be performed. Finally, by signing below, I consent to our work together and agree to pay for services I initiate.

______________________________	______________________________	______________
Client Name	Signature	Date
______________________________	______________	
Stowell and Associates Counselor	Date	

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2014 Pricing for Career Management Services

Career Counseling Session:	$150.00 per hour
Informal Career Assessments:	Included
Formal Career Assessments:	Market Rate
Resume Quick Critique:	$150.00
Resume Revision with Post Conversation:	$300.00
Resume Development with Pre and Post Conversation:	$600.00
Federal Resume Critique:	$175.00
Federal Resume Revision with Post Conversation:	$350.00
Federal Resume Development with Pre and Post Conversation:	$700.00
Executive Profile Development:	$300.00
Cover Letter Critique:	$100.00
Cover Letter Development:	$200.00
Interview Readiness Assessment:	Included
Interview Preparation:	$100 per hour
Professional Website/Portfolio:	$750 to $2500
LinkedIn Profile Review with Recommendations:	$100.00
LinkedIn Profile Development:	$225.00
Job Search Monitoring and Recommendations:	$225.00 per month
Job Search Sharing Tool:	$Included
Salary Negotiation Assistance:	$Included